

**ADULT EDUCATION PARTICIPANT FILE REVIEW (03/2011)**Fund Sources: ☐ 107 ☐ Federal ☐ Other \_\_\_\_\_

Agency Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Local Student No. \_\_\_\_\_

**SECTION 107, STATE SCHOOL AID ACT**

Legislative Requirements		Element of Proof	Actual Method of Verification/Documentation (obtain copies if discrepancies)	Compliance	
				Yes	No
ELIGIBILITY	<input type="checkbox"/> Individual has a GED or High School Diploma, and meets <u>one</u> of the following: <ul style="list-style-type: none"> <li>[ ] Is less than 20 years of age as of Sept. 1st of the school year, and is enrolled in the state technical institute and rehabilitation center</li> <li>[ ] Is less than 20 years of age as of Sept. 1st of the school year, is not attending an institution of higher education, and is enrolled in a job or employment-related program through a referral by an employer.</li> <li>[ ] Is enrolled in an ESL program.</li> <li>[ ] Is enrolled in a HSC program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Verification/Documentation of GED or High School Diploma</li> <li>▪ Birth Certificate, driver's license, State ID card, etc.</li> <li>▪ Enrollment documentation for state technical institute and rehabilitation center.</li> <li>▪ Birth Certificate, driver's license, State ID card, etc.</li> <li>▪ Documentation/verification of not attending an institution of higher education.</li> <li>▪ Enrollment documentation for enrollment in a job or employment-related program.</li> <li>▪ Employer referral</li> <li>▪ Enrollment documentation for ESL</li> <li>▪ Enrollment documentation for HSC</li> </ul>			
	<p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> Individual does NOT have a GED or High School Diploma, and meets one of the following: <ul style="list-style-type: none"> <li>[ ] Is at least 20 years of age as of Sept. 1st of the school year</li> <li>[ ] Is at least 16 years of age as of Sept. 1st of the school year, has been permanently expelled from school under section 1311(2) or 1311a of the revised school code, MCL 380.1311 and 380.1311a, and has no appropriate alternative education program available through his/her district of residence.</li> </ul>				

Legislative Requirements		Element of Proof	Actual Method of Verification/Documentation (obtain copies if discrepancies)	Compliance	
				Yes	No
	An individual who is an inmate in a state correctional facility shall not be counted as a participant.	Verification/Documentation??			
EARNED ALLOWANCE (90%-ENROLLMENT)	Participant is enrolled and entered into SRSD (CEPI). Four count dates = FTE's (450 hours=1 FTE)	Verification/Documentation for calculating FTE's entered into SRSD (CEPI)??			
EARNED ALLOWANCE (10% PERFORMANCE)	<p>Program performance objectives met or not met by participant.</p> <p>ABE – increase of at least one grade level of proficiency in reading or mathematics  ESL – achieve basic English proficiency  GED – passage of the GED test  HSC – obtain HSD or passage of a course required for a participant to attain HSD  ...OR completion of the course and demonstrated proficiency in the academic skills to be learned in the course</p>	<p>Verification/Documentation</p> <p>(ESL: Identify specific criteria used)</p> <p>(OR: Identify specific criteria used)</p>			

**WORKFORCE INVESTMENT ACT, TITLE II OF 1998  
ADULT EDUCATION AND FAMILY LITERACY**

Legislative Requirements		Element of Proof	Actual Method of Verification/Documentation (obtain copies if discrepancies)	Compliance	
				Yes	No
ELIGIBILITY	<p>Adult education means services or instruction below the post-secondary level for individuals:</p> <p>(A) Who have attained 16 years of age;</p> <p>(B) Who are not enrolled in secondary school under State law;</p> <p>(C) And</p> <p>(i) Who lack sufficient mastery of basic educational skills to enable the individual to function effectively in society;</p> <p>(ii) Do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; OR</p> <p>(iii) Unable to speak, read, or write the English language.</p>	<p><u>Either or A Combination of:</u></p> <ul style="list-style-type: none"> <li>▪ Birth Certificate, driver's license, State ID card, etc.</li> <li>▪ Documentation/verification of not being enrolled in a secondary school. <ul style="list-style-type: none"> <li>○ <i>Per State School Aid Act Sec.6(4)(l), "Pupils to be counted in membership shall be not less than 5 years of age on December 1 and less than 20 years of age on September 1 of the school year..."</i></li> </ul> </li> <li>▪ Assessment documentation that shows lack of mastery of basic educational skills.</li> <li>▪ Documentation/verification of no secondary school diploma or its recognized equivalent.</li> </ul>			
INSTITUTIONAL PROGRAM – ELIGIBILITY	<p>Individual who has attained 16 years of age and who is a criminal offender in a local/county correctional institution (Section 225)(c)</p> <p><u>NOTE:</u> An individual who is an inmate in a <u>State Correctional Facility</u> shall not be counted as a participant.</p>	<p>Verification/Documentation for being in jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders.</p>			

PROGRAM REQUIREMENTS FOR STATE AND FEDERAL FUNDS				
Legislative Requirements	Element of Proof	Actual Method of Verification/Documentation (obtain copies if discrepancies)	Compliance	
			Yes	No
Adult Learner Plan on file.	Adult Learner Plan			
Intake form on file.	Intake form			
Participant must be assessed using a state approved assessment.	Actual state approved assessment used			
Participant must be pre-tested and post-tested.	Actual assessment test results			
Participant must be enrolled in an ABE, ESL, GED, HSC or job/employment related program and identify date of enrollment and exit	Documentation verifying program of enrollment and enrollment/exit dates.			
If enrolled in an <b>ABE</b> program: <ul style="list-style-type: none"> <li>- Participant must be assessed at functioning below the 9<sup>th</sup> grade level in reading or math, or both.</li> <li>- Participant is eligible until:               <ul style="list-style-type: none"> <li>o Participant's reading and math proficiency are assessed at or above the 9<sup>th</sup> grade level.</li> <li>o Participant fails to show progress on two successive assessments after having completed at least 450 hours of instruction.</li> </ul> </li> </ul>	Actual assessment results  Instructional hours between Pre/Post tests			
If enrolled in an <b>ESL</b> program: <ul style="list-style-type: none"> <li>- Participant must lack basic English proficiency.</li> <li>- Participant is eligible until:               <ul style="list-style-type: none"> <li>o Participant is assessed as having attained basic English proficiency.</li> <li>o Participant fails to show progress on two successive assessments used to determine readiness to take the GED test after having completed at least 450 hours of instruction.</li> </ul> </li> </ul>	Actual assessment results  Instructional hours between Pre/Post tests			

Legislative Requirements	Element of Proof	Actual Method of Verification/Documentation (obtain copies if discrepancies)	Compliance	
			Yes	No
If enrolled in a <b>GED test prep</b> program: - Participant is eligible until: <ul style="list-style-type: none"> <li>Participant passed the GED test</li> <li>Participant fails to show progress on two successive assessments after having completed at least 450 hours of instruction.</li> </ul>	Actual assessment results  Instructional hours between Pre/Post tests			
If enrolled in a <b>HSC</b> program: - Participant does not have a high school diploma. - Participant is eligible until: <ul style="list-style-type: none"> <li>Participant passes the course and earns a high school diploma</li> <li>Participant fails to earn credit in two successive semesters or terms in which the participant is enrolled after having completed at least 900 hours in instruction.</li> </ul>	Verification/Documentation			
If enrolled in a <b>job or employment-related</b> adult education program: - Participant is referred by their employer, is less than 20 years of age, has a high school diploma, and is determined to be in need of remedial math or communication arts skills and is not attending an institution of higher education. - Participant is eligible until: <ul style="list-style-type: none"> <li>Participant achieves the requisite skills as determined by appropriate assessment instruments administered at least after every 90 hours of attendance.</li> <li>Participant fails to show progress on two successive assessments after having completed at least 450 hours of instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Employer Referral</li> <li>Birth Certificate, driver's license, State ID card, etc.</li> <li>Documentation/verification of High School Diploma</li> <li>Actual assessment results</li> <li>Documentation/verification of not attending an institution of higher education.</li> </ul>			
Participant achieved an educational gain (one or more EFLs)	Actual assessment test results.			
Participant attained goal(s)...primary and secondary, if applicable	Verification/Documentation  Identify goal(s) set and goal(s) attained			
Identification/tracking of number of appropriate instructional contact hours.	Verification/Documentation			

<p>Follow-up for participants who have selected a measurable goal and have:</p> <ul style="list-style-type: none"> <li>• Completed with NO plans to continue</li> <li>• Separated before completion</li> </ul> <p>Measurable goals include:</p> <ul style="list-style-type: none"> <li>• Educational goals: <ul style="list-style-type: none"> <li>○ Obtain a GE</li> <li>○ Obtain a HSD</li> <li>○ Enter post-secondary education</li> </ul> </li> <li>• Employment goals: <ul style="list-style-type: none"> <li>○ Enter employment</li> <li>○ Retain employment</li> <li>○ Improve employment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Updated participant contact information on file</li> <li>• Alternate contact information on file</li> <li>• Completed follow-up survey</li> <li>• Contact log reflecting 4 attempts to contact participant</li> </ul>			
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